



STANDARDS OF APPRENTICESHIP

adopted by

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY APPRENTICESHIP TRAINING COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
MAINTENANCE PLUMBER/STEAMFITTER		862.286-022	8,000 HOURS
PLUMBER		862.381-030	10,000 HOURS
REFRIGERATION FITTER		637.261-026	10,000 HOURS
RESIDENTIAL PLUMBER		862.381-030	8,000 HOURS
STEAMFITTER		862.281-022	10,000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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Committee Amended

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Standards Amended (review)

Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The following Standards for plumber, pipefitter and refrigeration apprentices have been prepared by representatives of the United Association of Journey Person and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada, Local Union 44, of Spokane, Washington and Employers of plumbers, pipefitters and refrigeration fitters in the area, assisted by the Washington State Apprenticeship and Training Council and Bureau of Apprenticeship and Training, State of Idaho.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

The geographical area covered by these Standards shall be Adams, Ferry, Lincoln, Pend Oreille, Spokane, Stevens, and Whitman Counties in the State of Washington. Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Nez Perce, and Shoshone Counties in the State of Idaho.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Idaho, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the Idaho counties of Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Nez Perce, and Shoshone.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **All applicants shall be at least eighteen 18 years of age.**

Education: **High school graduate or General Equivalency Diploma (GED), including successful completion of one year of algebra and one year of plane geometry.**

Physical: **Must be able to physically perform the duties of the trade.**

Testing: **Applicants must complete the ASSET test (at their expense) with a score of: Writing Skills - 35, Reading Skills - 38, and Numerical Skills - 42.**

Other: a. **Apprenticeship applicants must have a valid driver's license.**

 b. **The applicant must complete a Non-D.O.T. drug test at Pathology Associates Medical Laboratories, 110 W. Cliff, Spokane, WA with negative results within 30 days of applicants first interview.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

1. **Applications are available on a specified basis as determined by the committee, from 1:00 PM to 3:00 PM, every Thursday, excluding any holidays that may occur on Thursdays, at the following address.**

**Plumbers and Steamfitters Union Hall, Local 44
3915 E. Main Street
Spokane, Washington 99202-4736**
2. **The applicant must complete the Asset Test before returning the issued application to the apprenticeship office within 30 calendar days, together with required documentation. The applicant will be given instructions on how and where they can complete the Asset Test. No committee action will be taken on applications that are not completed and returned within 30 days.**
3. **Applicants who have provided written proof that they meet all of the minimum qualifications will be notified when and where to report to complete further processing and interviewing by the Apprenticeship Committee**
4. **The basic qualifications for training in the program, as well as verifiable copies of the following documents to support and complete the application include:**
 - a. **Proof that applicant is at least eighteen (18) years of age**
 - b. **Proof of High school graduate or General Equivalency Diploma (GED)**
 - c. **Proof or transcripts of successful completion of one year algebra and one year plane geometry**
 - d. **Proof of valid driver's license**
 - e. **Results of the Asset test.**
 - f. **Submit results of the completed Non-D.O.T. drug test by Pathology Associates Medical Laboratories, 110 W. Cliff, Spokane, WA with negative results within 30 days of applicants first interview.**
5. **At least thirty (30) days prior to acceptance of applications and at least semi-annually, except in years when no selections are made, a notice of apprenticeship opportunities shall be sent to the appropriate agencies or outreach organizations.**

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

6. There will be no discrimination after selections have been made, including but not limited to job assignment, promotion, layoff, termination, rates of pay or other forms of compensation, or conditions of work. All selected applicants shall be subject to the same job performance requirements.
7. Selection of qualified applicants shall be in descending order of ranking.
8. Records of the applicants shall be in descending order of ranking.
9. A copy of the apprenticeship application, Right to File a Complaint, and current Apprenticeship standard will accompany these selection procedures.

10. **EXCEPTIONS:**

- a. An employee, of a non-signatory employer, not qualifying as a journey-level worker, when the employer becomes signatory shall be evaluated by the JATC and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- b. An individual who signs an authorization card during an organizing effort wherein over fifty percent (50%) of the employees have signed; whether or not the employer becomes signatory, and not qualifying as a journey-level worker shall be evaluated by the JATC and registered at the appropriate period of apprenticeship based on previous work experience and related training.

B. Equal Employment Opportunity Plan:

1. **Purpose:**

An analysis of female and minority participation in existing pipe trades apprenticeship programs indicates that:

- a. Some but not enough females and minorities apply.
- b. Still fewer females and minorities complete the application and meet the minimum requirements.
- c. The solution to the problem lies in better notification to female and minority groups, closer liaison with responsible groups interested in the same endeavor, personal contacts, application follow-up and other affirmative procedures.

Adoption of this program indicates a good faith effort to increase the number of females and minority groups who successfully meet the minimum requirements established for admission.

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

2. Scope:

The program herein outlined consists of the following affirmative acts and may be altered and supplemented at a later date as experience indicates and as personnel and funds permit.

Recognizing that it would be a public disservice to develop second-rate journeypersons, the Apprenticeship Committee will maintain its standards of producing high quality journeypersons and will provide extra training when necessary to the extent that cost and personnel permit.

3. Elements of Recruitment Program:

The Apprenticeship Committee shall:

- a. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
- b. Cooperate with schools and community colleges to encourage student's entrance into apprenticeship.
- c. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's sponsor(s).
- d. The following will be notified in writing the dates applications will be available.
 - (1) The Bureau of Apprenticeship and Training (BAT) or State Apprenticeship Council (SAC) representative serving the program.
 - (2) The local superintendent of schools.
 - (3) All state employment service offices in the training area.
- e. Select from lists of qualified applicants for Apprenticeship, in other than order of ranking, so as to reach women (minority and non-minority) or minorities to meet goals and timetables.

4. Nondiscrimination:

The commitments contained in this Affirmative Action Program are not intended and shall not be used to discriminate against any qualified applicant or apprentice on the basis of race, color, religion, national origin, or sex. The sponsor shall take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under applicable law and lawful regulations issued thereunder

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

- A. The term of apprenticeship for plumber, steamfitter and refrigeration fitter apprentices shall be five (5) years duration divided into ten (10) equal increments and pay periods of 1,000 hours each with a minimum 10,000 hours of reasonably continuous employment during the period of registration.**
- B. The term of apprenticeship for maintenance plumber/steamfitter apprentices shall be four (4) years duration divided into eight (8) equal increments and pay periods of 1,000 hours each with a minimum of 8,000 hours of reasonably continuous employment during the period of registration.**
- C. The term of apprenticeship for Residential Plumber apprentice shall be not less than 8000 hours of reasonably continuous employment.**

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

A. Plumbers, Maintenance Plumber/Steamfitter, Steamfitter and Refrigeration Fitters:

The first 2000 hours of employment for plumber, steamfitter and refrigeration fitter apprentices shall be a probationary period; the first 1600 hours of employment for maintenance plumber/steamfitter apprentices shall be a probationary period. Employers and journey-level workers should carefully observe the actions of the apprentice during this trial period in order to

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

determine the advisability of their continuing in the trade. If the apprentices fail to apply themselves, seem unable or unwilling to adapt themselves to trade conditions, or are otherwise found to be unsuited to the trade, they shall be dropped from the apprenticeship program before the expiration of the probationary period.

B. Residential Plumbers:

All apprentices in this trade classification shall be subject to a probationary period not to exceed the first 1200 hours of employment during the term of apprenticeship.

VI. RATIO OF APPRENTICES TO JOURNEY-LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

A. Plumbers, Steamfitters, Maintenance Plumber/Steamfitters, and Refrigeration Fitters:

Employers with one (1) journey-level worker may employ one (1) apprentice. Employers with three (3) journey-level workers employed may employ two (2) apprentices. Employers with four (4) journey-level workers employed may employ a minimum of one (1) apprentice and for each additional five (5) journey-level workers employed employ one (1) additional apprentice in terms of the workforce (see paragraph C). Employers will not be required to hire apprentices of the same progress level in the same craft.

B. Residential Plumbers:

Employers with one (1) residential plumber journey-level worker continuously employed, may employ one (1) residential plumber apprentice: and for each additional residential plumber journey-level worker employed on the job or in the shop, may employ one (1) additional residential plumber apprentice.

C. Ratio for Plumber, Steamfitter, Refrigeration Fitters, and Maintenance Plumbers/Steamfitters.

1	Journey-level worker	1	Apprentice
2	Journey-level workers	1	Apprentice

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

3	Journey-level workers	2 Apprentices
4	Journey-level workers	2 Apprentices
5	Journey-level workers	2 Apprentices
6	Journey-level workers	2 Apprentices
7	Journey-level workers	2 Apprentices
8	Journey-level workers	3 Apprentices
9	Journey-level workers	3 Apprentices
10	Journey-level workers	3 Apprentices
11	Journey-level workers	3 Apprentices
12	Journey-level workers	3 Apprentices
13	Journey-level workers	4 Apprentices

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

A. Maintenance Plumber/Steamfitter:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 – 1000 hours	40%
2	1001 – 2000 hours	45%
3	2001 – 3000 hours	50%
4	3001 – 4000 hours	60%
5	4001 – 5000 hours	70%
6	5001 – 6000 hours	80%
7	6001 – 7000 hours	90%
8	7001 – 8000 hours	95%

B. Plumbers, Steamfitters, Refrigeration Fitters:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 – 1000 hours	40%
2	1001 – 2000 hours	45%
3	2001 – 3000 hours	50%
4	3001 – 4000 hours	55%

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

5	4001 – 5000 hours	60%
6	5001 – 6000 hours	62.5%
7	6001 – 7000 hours	65%
8	7001 – 8000 hours	70%
9	8001 – 9000 hours	75%
10	9001 – 10000 hours	80%

C. Residential Plumbers:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 – 1000 hours	50%
2	1001 – 2000 hours	55%
3	2001 – 3000 hours	60%
4	3001 – 4000 hours	65%
5	4001 – 5000 hours	70%
6	5001 – 6000 hours	75%
7	6001 – 7000 hours	80%
8	7001 – 8000 hours	90%

In addition, the apprentice shall be eligible for Health & Welfare, Dental and Apprenticeship contributions. The above percentage factors for Plumbers, Steamfitters, Refrigeration Fitters and Maintenance Plumber/Steamfitter and Residential Plumber apprentices shall be applied to the Industrial Journey person Wage Rate of the Labor/Management Agreement.

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

In his/her fourth year of apprenticeship, provided proper permission has been granted by the Joint Apprenticeship and Training Committee as outlined under Section X.A.4. of these Standards, he/she will be allowed to work alone on any part of any job or project which employs one (1) or more maintenance plumber/steamfitter journey-level workers, and as far as possible, be allowed to assume responsibilities of a maintenance plumber/steamfitter journey-level worker in order to gain this necessary needed experience.

<u>A. Maintenance Plumber/Steamfitter:</u>	<u>APPROXIMATE HOURS</u>
1. Orientation	1500
a. Safety practices	
b. Use and care of tools	
c. Material nomenclature, familiarization, etc.	
2. Use of tools, materials, etc.	1500
a. Blueprint reading and drawing	
b. Math (algebra, geometry, trigonometry, etc.)	
c. Arc and acetylene welding, cutting and burning	
d. Rigging and hoisting	
3. Plumbing maintenance and repair	2000
a. Shop procedure	
b. Use and maintenance of tools and equipment	
c. Job orders, plans and blueprints	
d. Erection and use of scaffolds, ladders	
e. Knowledge and use of materials	
f. Size and capacity of pipe	
g. Rigging and hoisting	
h. Safety measures and first-aid	
i. Testing equipment	
4. Plumbing installation	500
a. Domestic hot water systems	
b. Domestic cold water systems	

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

- c. Soil and waste systems
 - d. Gas piping and equipment
 - e. Plumbing fixtures
 - f. Water services and meters
 - g. Lawn sprinkler systems
 - h. Storm sewers, catch basins, and manholes
 - i. Pneumatic vacuum cleaning systems, equipment and piping**
5. Steamfitter maintenance and repair2000
- a. Steam heating systems
 - b. Hot water heating systems
 - c. Refrigeration and air conditioning systems
 - d. Process, pneumatic and hydraulic systems
 - e. High pressure boilers and related piping
 - f. Low pressure boilers and related piping
 - g. Gas fired equipment
 - h. Oil burners and equipment**
6. Steamfitter installation500
- a. Piping layout and fabrication
 - b. High pressure piping systems
 - c. Steam heating systems
 - d. Hot water heating systems
 - e. Process, pneumatic and hydraulic piping
 - f. Refrigeration and air conditioning piping**

TOTAL HOURS: 8000

The above outline is a general description only and other items may be added by the Joint Apprenticeship and Training Committee if the need arises.

**** In addition, the maintenance of all piping and other equipment considered to be under this scope of work.**

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

B. Plumber: APPROXIMATE HOURS

They are to be under the supervision of a Journey Person, and it shall be the duty of the supervising journey-level worker to give the apprentice every opportunity to use the tools of the trade. During this time they shall not work alone, except as provided for in Section X.A.4.

1. Maintenance and repair2334
 - a. Domestic hot water systems
 - b. Domestic cold water systems
 - c. Soil and waste systems
 - d. Gas piping and equipment
 - e. Sewage disposal system
 - f. Plumbing fixtures
 - g. Water services and meters
 - h. Air compressors and piping
 - i. Sewage disposal plants, filtrate treatment, boosting stations
central chlorination, chemical treatment, etc.
 - j. Underground lines to: cooling wells, filter basins, suction
basins, settling basins, aeration basins, etc.

2. Installation4666
 - a. Domestic hot water systems
 - b. Domestic cold water systems
 - c. Soil and waste systems
 - d. Gas piping and equipment
 - e. Sewage disposal systems
 - f. Plumbing fixtures
 - g. Water services and meters
 - h. Air compressors and piping
 - i. Sewage disposal plants, filtrate treatment, boosting stations,
central chlorination, chemical treatment, etc.
 - j. Underground lines to: cooling wells, filter basins, suction basins,
settling basins, aeration basins, etc.
 - k. The installation and repair of the following types of piping
including all joining methods, configurations, and sizes thereof:
 - (1) All plastics including fiberglass and epoxies
 - (2) Fibrous pipe
 - (3) Copper and brass
 - (4) Cast iron and steel

3. Use of tools and materials1000
 - a. Shop procedure
 - b. Use and maintenance of tools and equipment
 - c. Job orders, plans and blueprints

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

- d. Erection and use of scaffolds, ladders
 - e. Knowledge and use of materials
 - f. Size and capacity of pipe
 - g. Rigging and hoisting
 - h. Safety measures and first-aid
 - i. Testing equipment
4. Operational skills2000
- a. Lead fabrication
 - b. Welding connected with the trade
5. The installation of all piping, equipment and materials commonly used in connection with the trade and under its jurisdiction.
6. The above items are suggested only and are not to be construed as mandatory.

TOTAL HOURS: 10,000

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

<u>C. Refrigeration Fitter:</u>	<u>APPROXIMATE HOURS</u>
1. Condensing units	2000
a. Compressor assemblies	
b. Condensers	
c. Motors	
2. Valves and controls	2500
a. Water valves	
b. Float valves	
c. Expansion valves	
d. Refrigerant control valves	
e. Thermostat switches	
f. Low pressure switches	
g. Starting switches	
3. Evaporators	1500
a. Fin coils	
b. Flooded coils	
c. Pipe coils	
d. Blower coils	
4. Erection	2000
All types	
5. Service	2000
TOTAL HOURS:	10,000

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

D. Residential Plumber:

APPROXIMATE HOURS

1. Maintenance and repair1500
- a. Domestic hot water systems
 - b. Domestic cold water systems
 - c. Soil and waste systems
 - d. Gas piping and equipment
 - e. Plumbing fixtures
 - f. Water services and meters
 - g. Lawn sprinkler systems
 - h. Pneumatic vacuum cleaning systems

In addition, the maintenance and repair of all piping and other equipment considered to be the work of the residential plumber.

2. Installation5500
- a. Domestic hot water systems
 - b. Domestic cold water systems
 - c. Soil and waste systems
 - d. Gas piping and equipment
 - e. Plumbing fixtures
 - f. Water services and meters
 - g. Lawn sprinkler systems
 - h. Storm sewers, catch basins, and manholes
 - i. Pneumatic vacuum cleaning systems, equipment and piping
 - j. Domestic swimming pools

In addition, the installation of all piping and equipment commonly considered the work of the residential plumber.

3. Use of Tools and Materials.....1000
- a. Shop procedure
 - b. Use and maintenance of tools and equipment
 - c. Job orders, plans and blueprints
 - d. Erection and use of scaffolds, ladders
 - e. Knowledge and use of materials
 - f. Size and capacity of pipe
 - g. Rigging and hoisting
 - h. Safety measures and first-aid
 - i. Testing equipment

TOTAL HOURS: 8000

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

<u>E. Steamfitter:</u>	<u>APPROXIMATE HOURS</u>
1. Maintenance and repair	1000
a. Steam heating systems	
b. Hot water heating systems	
c. Refrigeration systems, units and piping for same	
d. Air conditioning	
e. Oil burner and piping	
f. High-pressure boilers and piping	
g. Low-pressure boilers and piping	
h. Stokers	
i. Gas fired equipment	
j. Process piping, pneumatic and hydraulic piping	
k. The maintenance and repair of all piping, equipment and materials commonly considered the work of the steamfitter.	
2. Installation	4000
a. Steam heating systems	
b. Hot water heating systems	
c. Refrigeration systems, units, and piping for same	
d. Air conditioning	
e. Oil burner and piping	
f. High pressure boilers and piping, power piping	
g. Low-pressure boilers and piping	
h. Stokers	
i. Gas fired equipment	
j. Process piping, pneumatic and hydraulic piping	
3. Use of tools and materials.....	1000
a. Shop procedures	
b. Use and maintenance of tools and equipment	
c. Job orders, plans and blueprints	
d. Erection and use of scaffolds, ladders	
e. Knowledge and use of materials	
f. Size and capacity of pipe	
g. Rigging and hoisting	
h. Safety measures and first-aid	
i. Testing equipment	
4. Installation and maintenance of temperature control equipment.....	1000
5. Installation of heat exchange equipment	1000
a. Cast iron radiators all types	
b. Convectors all types	
c. Baseboard radiation	
d. Unit heaters, unit ventilators	

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

- e. Radiant heating
 - f. Converters
 - g. Condensers
 - h. Circulating pumps
 - i. Condensate pumps
 - j. Feed water heaters
 - k. Blast coils
6. The installation of all piping equipment, and materials commonly used in connection with the trade and under its jurisdiction.
7. Oxy-acetylene cutting and welding1000
8. Electric welding1000
9. The above items are suggested only and are not to be construed as mandatory.

TOTAL HOURS: 10,000

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☐ Supervised field trips
- ☐ Approved training seminars
- ☐ A combination of home study and approved correspondence courses
- ☒ State Community/Technical college
- ☐ Private Technical/Vocational college
- ☒ Training trust
- ☐ Other (specify):

216 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

- A. Each apprentice shall be required to successfully complete a competency test based upon the subjects related to this trade as approved by the State Board for Vocational Education and taught during their term of apprenticeship. If an apprentice fails the test, he/she shall be required to complete a 30-hour refresher course and if a second test is failed it shall mean expulsion from the program. Passing grade shall mean a grade of 70% or better.
- B. Each apprentice shall enroll in and attend classes during the entire term of apprenticeship at a minimum rate of 216 hours per year.
- C. Periodic testing procedures for each apprentice shall be given by the Apprenticeship Committee (or instructor) to determine the rate of progress and the apprentice is to maintain a passing grade on these tests. Passing grade shall be "C" or better in letter grade and 70% or better.
- D. Satisfactory progress must be maintained in related training classes. To maintain satisfactory progress, an applicant must receive "C" or better grade, or 70% or better.
- E. Plumber, Steamfitter and Refrigeration Fitter apprentices shall take and pass with a 70% or better the Gas License Examination.
- F. A vacation, not exceeding one (1) week per school year, may be allowed subject to prior committee approval; however, make-up work for this time loss will be mandatory.
- G. Failure to attend class will result in disciplinary procedure being applied. See Section X.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. **Information from the apprenticeship application, grade transcripts, and results of an oral interview shall all be evaluated by the Committee to determine the applicant's competitive score.**
2. **At the time of registration, apprentices shall designate their classification as plumber, steamfitter or refrigeration fitter.**
3. **The apprentice applicants shall be registered as follows:**
 - a. **If the apprentices' main place of employment is in Washington, they shall be registered with the Washington State Apprenticeship and Training Council, State of Washington.**
 - b. **It is the intent that an apprentice registered with one agency can be employed in the other agency's jurisdiction without re-registration provided that all other State and Federal laws are complied with.**
4. **Apprentices may be allowed to work alone during the final year of their apprenticeship provided there is a qualified journey-level worker on the job-site within close proximity and approval is granted by the Apprenticeship Committee. Employers desiring this type of dispensation must submit a formal written request to the Apprenticeship Committee and they will consider each request on an individual basis.**
5. **After completion of the probationary period, the Apprenticeship Agreement may be canceled for causes deemed adequate by the Apprenticeship Committee. It shall be the Sponsor's responsibility to notify an apprentice, who's successfully completed his/her probationary period, of an intention to suspend or cancel the apprenticeship agreement twenty (20) days prior to any hearing or meeting for that purpose. Such notice shall be in writing and shall specify the reason(s) for discipline, suspension, or cancellation. If a sponsor determines that an Apprenticeship agreement shall be cancelled, following such hearing, such decision shall be effective immediately. The written reason(s) for such action shall be sent to the apprentice within thirty (30) days of the Committee decision accompanied by the appeal procedures as stated per WAC 296-05-009 and WAC 296-05-316(21).**

B. Local Apprenticeship Committee Policies

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

- Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.
- D. Training Agent Management:
1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

The Apprenticeship Committee shall be composed of six (6) members, three (3) members shall be active contractors from the area serviced by the Standards who employ apprentices and shall be appointed by their respective groups and three (3) members shall be members of the U.A. Local #44.

Quorum: **A quorum is defined as 50% of current apprenticeship committee members.**

Program type administered by the committee: **Group Joint**

The employer representatives shall be:

Duane Ramsey, Chairman
4023 East Central
Spokane, WA 99207

Timothy McCanna
24 N Stone
Spokane, WA 99202

Mark Henry
PO Box 3253 TA
Spokane, WA 99220

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

The employee representatives shall be:

Scott B. Smith, Secretary
10 West 2nd Avenue
Spokane, WA 99201

William Krels
10 West 2nd Avenue
Spokane, WA 99201

Patrick Perez
10 West 2nd Avenue
Spokane, WA 99201

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Patrick Perez, Director of Training
10 West 2nd Avenue
Spokane, WA 99201